

84-3289

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SEP 5 1984

MEMORANDUM FOR: Head of M Career Service

FROM: Robert W. Magee
Director of PersonnelSUBJECT: Presidential Management Improvement Awards
Program

1. The attached memorandum from the President announces the reestablishment of the Presidential Management Improvement Awards Program. The awards are designed to recognize civilian and military personnel who have made extraordinary contributions toward cost savings and management improvements. To be eligible for consideration, such contributions must have verified measurable benefits of \$250,000 or more. Further, the Office of Personnel Management (OPM) advises that the Office of Management and Budget (OMB) requires that such savings must have been reviewed and validated by the Agency's Inspector General.

2. Attached is a listing of individuals who qualify for such an award since 1 October 1981. If you wish to nominate any of these individuals for the Presidential Management Improvement Awards, the nominating papers, prepared in the format outlined in the attached OPM bulletin, should be sent through the Office of the Inspector General to arrive in the Awards Branch by 14 September 1984. The Chief, Awards Branch has already contacted your Suggestion Achievement and Awards Committee representative on this matter. If your staff has any further questions on the Presidential Management Improvement Awards, please don't hesitate to contact [redacted]

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Robert W. Magee

Attachment: a/s

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OP/EBS/ [redacted] (30 Aug 84)

Distribution:

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FROM: Robert W. Magee
Director of Personnel

SUBJECT: Presidential Management Improvement Awards
Program

1. This memorandum provides you with information on the reestablished Presidential Management Improvement Awards Program. No action is required by you since your Career Service has not had any awardees since 1 October 1981 whose contributions meet the verified tangible savings requirement.

2. If in the future any of your careerists qualify because of their contributions resulting in measurable cost savings of \$250,000 or more, they may be considered either for a Presidential Letter of Commendation or a Presidential Management Improvement Award.

3. The reestablished program is designed to recognize civilian and military personnel who have made extraordinary contributions toward cost savings and management improvements. To be eligible for consideration, employees' contributions must have measurable benefits of \$250,000 or more. Further, the Office of Management and Budget requires that those savings must have been reviewed and validated by the Agency's Inspector General.

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Director of Personnel

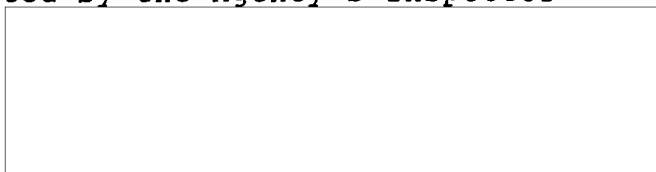
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EXECUTIVE SECRETARIAT

ROUTING SLIP

Executive Registry

84-6082

TO:

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1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
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17	AO/DCI				
18	C/IPD/OIS				
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SUSPENSE		23 Aug Date			

Remarks

Please advise how best to handle this.

Executive Secretary

20 Aug 84

Date

E DEPARTMENTS AND AGENCIES

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establishment of the
Awards Program, which was
not been active in recent

years. This program will be administered by the Office of
Personnel Management within the framework of the Federal
Incentive Awards Program.

DDA informs me that they
have been in contact with OPM
requested necessary forms and
are shooting for a 25 Sept date
to produce submissions

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EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

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3	EXDIR				
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9	Chm/NIC				
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11	IG				
12	Compt				
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SUSPENSE *		23 Aug Date			

Remarks

Please advise how best to handle this.

[Signature]
Executive Secretary
20 Aug 84
Date

THE WHITE HOUSE
WASHINGTON

Executive Registry

84-6082

August 17, 1984

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

In my Inaugural Address, I promised the American people that a top priority of this Administration would be to make government work. We can all take pride in the significant improvements that have been made over the past three and a half years. We have made great strides through government-wide initiatives aimed at halting the upward spiral in domestic spending, reducing the number of non-defense employees, attacking waste, fraud and abuse, managing the government's cash flow, putting in place better internal controls, and reducing the cost, but not the quality, of services provided to the public. Nevertheless, much more can and should be done to improve the way the government is managed, while controlling its cost. You who are in top leadership positions in the government, and others in your agencies at all levels, know best how your organization can be operated with greater economy, efficiency, and effectiveness.

Accordingly, I am announcing two awards programs designed to recognize civilian and military personnel who have made extraordinary contributions toward cost savings and management improvements.

For those whose ideas and other achievements beyond job requirements result in significant cost savings to the taxpayers, I will authorize Presidential Letters of Commendation, to be presented at agency ceremonies.

In addition, I am announcing the reestablishment of the Presidential Management Improvement Awards Program, which was created originally in 1970, but has not been active in recent years. This program will be administered by the Office of Personnel Management within the framework of the Federal Incentive Awards Program.

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To accomplish these ends, I ask that you recommend to me those individuals or small groups whose efforts have been recognized since October 1, 1981, under your agency's Incentive Awards Program for contributions which have verified measurable benefits of \$250,000 or more, and to indicate those which you believe should be considered for Presidential Management Improvement Awards. The Directors of the Office of Personnel Management and the Office of Management and Budget will advise me on those individuals deserving recognition.

I am confident that Federal employees will continue to play a very significant role in controlling government expenses and helping to reduce the cost of government to all Americans. We must ensure that those who make especially large contributions are given recognition commensurate with their achievements.

Ronald Reagan

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Office of Personnel Management

FPM Bulletin

Federal Personnel Manual System

FPM Bulletin

Bulletin No.

Washington, D. C. 20415

SUBJECT: Presidential Management Improvement Awards

Action Date:

Heads of Departments and Independent Establishments:

1. Background

President Reagan on August 17, announced the reestablishment of the Presidential Management Improvement Awards Program to encourage and recognize Federal civilian and military personnel for their ideas and other achievements beyond job requirements that result in significant benefits to the Government. To further underscore his interest in having Federal personnel at all levels involved in efforts to improve Government operations and services to the public, the President also intends to augment the Management Improvement Awards with letters of commendation.

This Bulletin is issued to provide instructions for implementing this Presidential Program.

2. Criteria

a. Presidential Management Improvement Awards will be granted to those individuals, small working groups, teams or task forces, recommended by their respective agencies, that have most improved Government operations and services to the public. Such recognition will be authorized for civilian and military personnel for suggestions, inventions or special achievements beyond job requirements that have been recognized through honorary and/or monetary awards since October 1, 1981. In addition to verified tangible benefits of \$250,000, any or all of the following criteria will be applied in the screening of nominations:

(1) reduction of operating costs, (2) better use of staff or materiel resources; (3) elimination of fraud, waste, or abuse; (4) reduced budget requests (from previous levels); (5) widespread or Government-wide application; (6) degree of simplification, improved performance, or creativity involved; and (7) increased output, especially to the public.

b. Presidential Letters of Commendation will be authorized for civilian and military personnel for suggestions, inventions or special achievements beyond job requirements that have been recognized through honorary and/or monetary awards since October 1, 1981.

Such contributions must have resulted in tangible benefits to the Government of \$250,000 or more. Individuals, small working groups, teams or task forces may be nominated for these honors.

Inquiries:**Code:****Distribution:****Bulletin Expires:**

OPM FORM 654 6/82

3. Eligibility

All civilian and military personnel are eligible for nomination for Presidential Management Improvement Awards and Presidential Letters of Commendation. This recognition will be in addition to honorary and/or monetary awards granted by the agency.

4. Administration of the Program

Each department and agency shall take immediate action to announce and to implement this program within the framework of its Incentive Awards Program and this bulletin and in a manner best suited to its mission, organization, and work force.

5. Nomination Deadline and Procedures

a. Presidential Management Improvement Awards - Presidential Management Improvement Awards will be granted annually. Recipients of the Presidential Management Improvement Awards will be selected from among those who have received Presidential Letters of Commendation. Nominations for the 1984 Awards must be received by close of business on September 28, 1984. In future years, OPM will issue a call for nominations for these Awards. However, as a minimum criterion for the 1984 Awards only, nominees must have met the criteria for a Presidential Letter of Commendation, but may be nominated without having been recommended for or having received such recognition. In future years, nominees must be selected by agencies from those who have received Presidential Letters of Commendation.

Nominations for Presidential Management Improvement Awards must be signed by the agency head using the attached format. There are no limitations on the number of nominations that may be submitted. Before nominations for Presidential Management Improvement Awards may be submitted, the agency's Inspector General must review and validate the benefits to the government resulting from the employee(s) contribution. Agencies must list their nominees for Presidential Management Improvement Awards in priority order. Previously established procedures will be used in reviewing the nominations and in advising the President on those to receive the Awards. Nominees not selected to receive 1984 Presidential Management Improvement Awards will be considered for Presidential Letters of Commendation.

b. Presidential Letters of Commendation - Presidential letters will be authorized on a continuing basis and nominations may be submitted at any time. Nominations for Presidential Letters of Commendation must be signed by the agency head using the attached format.

An original and one copy of each nomination for Presidential Management Improvement Awards or Letters of Commendation should be submitted to:

U.S. Office of Personnel Management
Associate Director for Workforce Effectiveness
and Development Group
Room 7H39
1900 E Street, N.W.
Washington, D.C. 20415

Donald J. Devine
Director

Attachments

**NOMINATION FOR
PRESIDENTIAL MANAGEMENT IMPROVEMENT AWARD**

Name*:	Grade:
Title or Rank:	Organization:
Location:	Agency:

1. **DESCRIPTION OF ACHIEVEMENT** (The following criteria, as applicable, should be addressed in the description: verification of savings of at least \$250,000; operating costs; better use of staff or materiel resources; elimination of fraud, waste or mismanagement; reduced budget requests (from previous levels); widespread or Governmentwide application; degree of simplification, improved performance, or creativity involved; and increased output, especially to the public.)

(continue on reverse)

2. **Citation:** A two-paragraph citation (in non-technical language), describing the contribution and its benefits to the Government.

3. **Name and telephone number of official to be contacted for further information:**

4. **Approval of Nomination:**

Department or Agency Head

Date

*If a group nomination, name of individual who led the group effort. On a separate sheet, include same information for each member of the group.